



# COMMUNITY DEVELOPMENT

## MEMORANDUM

**Date:** October 23, 2014

**To:** Mayor and City Council

**From:** Dan Folke, Planning Director

**Subject:** Proposed Code Amendment: Relocation Impact Report & Relocation Assistance

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In April staff presented information at a City Council work session on the topic of resident displacement and relocation due to redevelopment of a property. The presentation provided an overview of who is impacted by displacement, parameters in which to frame the issue, a summary of existing state programs, an overview of the Flagstaff rezoning process, review of Regional Plan policies, model relocation ordinances, and finally three options to consider.

City Council had a good discussion and provided some guidance on an approach to consider. The draft ordinance is a combination of Option 1 and Option 2 presented at the work session. This approach will require a relocation impact report (RIR) in conjunction with a request to rezone property that will result in the displacement of residents of a manufactured home park or multiple family building. The applicant is responsible to assess the needs of each household and propose the level of relocation assistance, whether they own a mobile home (Tier 2) or are tenants (Tier 3). The new language includes the components required in the RIR and City Council will accept or reject the proposed relocation assistance by applying the criteria required for map amendment (rezoning) as part of the overall rezone proposal.

The amendment was introduced at the October 22 Planning and Zoning Commission. Public comment was received and included a letter from one property owner. The letter is included in the meeting materials.

In summary the attached draft amendment:

- Provides a definition of “Comparable Housing”
- Requires a Relocation Impact Report (RIR) for rezoning requests that will displace residents of a manufactured home park or multi-family residential property
- Identifies exceptions to a RIR
- Establishes timing of completing and distributing the RIR to subject residents
- Requires a separate neighborhood meeting on the RIR
- Requires notification to subject property residents with a copy of the RIR and Relocation Ordinance
- Requires notifications be provided in English and Spanish
- Requires property be posted with a “for sale” sign if applicable
- Requires notification to new residents after the application is filed
- Requires 180 day notification to vacate premises (if rezoning is approved)
- Establishes purpose of the RIR
- Requires a Relocation Specialist
- Establishes content of the RIR
- Requires explanation of relocation assistance
- Allows consideration of economic hardship
- Incorporates rezoning findings for acceptance of the RIR and relocation assistance
- Requires compliance officer to verify relocation assistance has been completed prior to issuance of building permits

The proposed schedule for the amendment is as follows:

Oct. 22 – Planning & Zoning work session: introduce the proposed amendment

Oct. 28 – City Council work session: introduce the proposed amendment

Oct. 29 – Planning & Zoning public hearing and recommendation to City Council

Nov. 3 – City Council 1<sup>st</sup> reading of Ordinance

Nov. 18 – City Council 2<sup>nd</sup> reading of Ordinance